

Mrs Judith Charles
M3 Architectural Design Ltd
Basepoint Business Centre
377-399 London Road
CAMBERLEY
GU15 3HL

7th January 2021

Dear Sir/Madam

Town and Country Planning Act 1990 (as amended)

APPLICATION NO: 20/01047/FUL/ADDINF

DESCRIPTION: Erection of single storey rear extension and garage conversion.

LOCATION: 25 Swan Lane Sandhurst Berkshire

I am in receipt of your planning application in respect of the above proposal. Before the application can be validated, the following matters require attention:-

- 1 The proposed elevations have incorrectly been labelled as existing, please could this be amended.
- 2 Please provide a parking plan.
- 3 Please confirm whether there will be any encroachment (including roof overhang/guttering etc.)

Please note one further reminder will be sent out after 2 weeks, if I do not receive the requested information within 1 month from the date of this letter, I will have no alternative but to close this application off and no further action will be taken. Should this occur 25% of the planning fee will be retained to cover admin costs.

If you require further assistance, please do not hesitate to call me.

Yours faithfully

Martina Mackin

Technical Clerk
Planning Transport and Countryside
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PLACE PLANNING AND REGENERATION

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